New Haven College

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1934-1935

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Business Administration
Accounting
Engineering
Arts

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NEW HAVEN COLLEGE

New Haven Preparatory School

INCORPORATED

The educational division of the
Young Men's Christian Association

15th Year
1934-1935

Evening Sessions

Co-educational

Administrative Offices
52 Howe Street
New Haven, Connecticut

THE CALENDAR FOR 1934-1935

First Semester

Registration period	September 1-25
Opening of the college year	September 26
Classes begin	September 27
Mid-term examinations	November 19-23
Thanksgiving (classes omitted)	November 29
Christmas Recess	December 24-January 1
Classes resume	January 2
Registration for second semester begins	January 15
Semester ends -- last class session	January 29
Mid-year examinations	January 30-February 5

Second Semester

Begins	February 6
Washington's Birthday (classes omitted)	February 22
Mid-term examinations	April 2-6
Good Friday (classes omitted)	April 19
Memorial Day (classes omitted)	May 30
Second semester ends -- last class session	May 31
Final examination period	June 3-7
Commencement	June 21

ADMINISTRATIVE OFFICES

52 Howe Street, Telephone 8-3161

HOURS

Daily	Saturday
8:30 A. M. to 5:00 P. M.	8:30 A. M. to 12:00 Noon

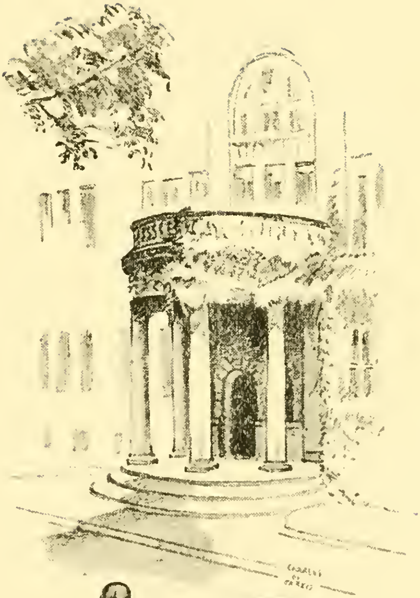
Evening Hours between June 7 and October 1 by appointment

COLLEGE OFFICE

Winchester Hall, 15 Prospect Street, 7-3131—Ext. 532

HOURS

7:00 P. M. to 10:00 P. M. Monday to Friday inclusive
October 1 to June 7



WINCHESTER HALL

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NEW HAVEN COLLEGE

In response to the interest and demand for educational courses in the period following the termination of the World War the Young Men's Christian Association of the City of New Haven organized vocational courses under its educational department. When it became apparent that this desire for adult education was a permanent trend, an educational program was organized in 1920 as the New Haven Division of Northeastern University and continued as such for six years. In 1926 the officials of the New Haven Young Men's Christian Association were granted permission by the state to incorporate the institution as New Haven College. During the thirteen years of its growth the college has developed three departments—the Engineering Department, the Department of Accounting and Business Administration and the Arts Department. The New Haven Preparatory School is also under the general administration of the college.

Function and Programs Offered

The programs of study offered by New Haven College in its three departments have been designed to meet the varying needs of men and women in business and industry. The specific function of the institution is to provide educational opportunities on the college level for those who are unable to attend a day college. Methods of instruction are used which tend to develop practical efficiency and executive ability.

The Department of Accounting and Business Administration offers courses that are of interest both to the high school graduate who is planning to enter the business field and to men and women already in business who feel the need for bringing their methods up-to-date.

The Engineering Department offers technical courses designed to give an adequate background in theoretical work. It also supplies a variety of practice and experimentation in the operating and testing of machinery and apparatus for manufacturing, building, power and transportation purposes. Through this instruction, correlated with class work, the student obtains an appreciation of the possibilities and limitations which determine efficient design, production and management in industry.

The Arts Department has developed as the result of a demand for courses outside the area of engineering and business education. This department also aims to supplant practical work with a sufficient amount of theory.

Upon consultation with the Head of the Department, students may be permitted to choose a limited number of their elective courses from fields outside of the one in which they are specializing.

Two-Year Programs of Study

For the benefit of students who find it impossible to consider the four-year curricula a two-year program may be planned in consultation with the Director. If the student finds that he is in a position to complete the four-year program of study, he will be given credit in the respective department for the courses which he has taken.

Four-Year Programs of Study

Two programs of study leading to the degree of Associate in Business Administration (A.B.A.) are offered by the Department of Accounting and Business Administration in:

Accounting
Business Administration

In the Engineering Department regular four-year courses of study, leading to the degree of Associate in Technology (A.T.) are offered in:

Mechanical Engineering
Electrical Engineering
Building Construction Engineering

The time required to cover the subjects listed in these four-year programs may be shortened by (1) carrying additional hours, (2) attending summer school classes at an approved college offering similar courses, (3) establishing advanced standing as a result of having completed approved courses in other institutions.

Unit Courses

There are many cases where the pursuit of a single course of study may be of considerable value. Accordingly, provision has been made whereby a student, if qualified, may enroll in unit courses.

Co-operation of Yale University

The steady development of the program of the college is due to several factors, chief of which are the merits of the program offered and the generous co-operation of Yale University. All classes are held in various buildings of the Sheffield Scientific School. Laboratories, recitation and study rooms are made available for the use of New Haven College students in the Sterling Chemistry Laboratory, Dunham Laboratory of Electrical Engineering, Hammond Metallurgical Laboratory, Engineering Mechanics Hall, Winchester Hall and Sheffield Administration Building.

In addition to providing excellent class room facilities, the University also co-operates with the college by making available a splendid group of experts in the fields of engineering and business. The faculty of New Haven College is composed of men selected in part from the faculty of Yale University and in part from the industrial, commercial and educational life of New Haven. The college has also benefited by the valuable counsel and suggestions of the officials of the Sheffield Scientific School who have taken a sympathetic interest in the program and work of New Haven College.

Admission

The college is co-educational and open to qualified students regardless of color, race or creed. Candidates seeking admission as regular students eligible for a degree must be graduates of a high school or preparatory school. Students desiring to take courses in engineering must present evidence of a mastery of high school mathematics. A limited number of students who have not completed all their high school work but have taken sufficient courses or have had practical experience in the field of their special interest may be admitted as special students. Unit courses may be taken by students who are not high school graduates.

Credit for advanced standing may be given for work completed in other approved colleges and universities, if such work is similar in content and character to corresponding courses in New Haven College.

FEES

Matriculation Fee

A matriculation fee of $5 is required. This fee is payable but once and covers all subsequent registrations. The fee is not returnable.

Tuition

The schedule of tuition fees for a single semester is as follows:

	One Semester	
	If paid in advance	*If paid in installments*
Three subjects (regular curriculum)	$53.00	$55.00
Two subjects	40.00	42.00
One subject	20.00	21.00
Four subjects (by special arrangement)	70.00	73.00

Laboratory Fees are extra.

If students pursuing more than one course pay their tuition for the year in advance, a slightly lower rate is allowed.

Tuition paid on the installment plan is due on the following dates:

First Semester		Second Semester	
September	26	February	6
November	1	March	1
December	1	April	1
January	2	May	1

In the event of withdrawal from college because of illness, a change in working hours necessitating evening employment, or removal from the community, tuition cancellations will be made as of the first of the following payment period. Tuition refunds to those paying in advance will be made on the basis of deferred payment charges.

All students whose applications have been accepted will be considered members of the College and liable for tuition, until they have notified the office in writing, or in person, of their intention to withdraw.

For a regular three-course student, the maximum cost for a year, including tuition, books, materials, and laboratory fees should approximate $125.00.

Special Fees

A fee of $10.00 is charged for conferring a degree or title.

A fee of $3.00 is charged for the issuance of a two-year Certificate of Proficiency.

A fee of $1.00 is charged for each special or make-up examination.

Student Fee

The Student Councils of the Engineering Department and the Department of Accounting and Business Administration authorize each year the collection of a fee of $1.00 from each student in order to maintain the "News," the school newspaper, and to provide funds for the operation of scheduled student activities.

Student Loan Fund

A loan fund available to worthy students is maintained in the College. Application for aid from this fund should be made to the Director.

Scholarships

Two Foremen's Club Scholarships valued at fifty dollars a year.

Sixteen general scholarships representing from twenty-five to fifty per cent of the tuition costs.

These scholarships are awarded to students who apply and who present qualifications which merit consideration. The original application should be prompted by need and ability to profit from the courses to be followed.

Awards

Each year the Alumni Association of New Haven College makes an award to the highest ranking senior of the Business Administration and Engineering Departments.

An award is made each year by the Accounting Club of New Haven College to the highest ranking accounting student of the first year class.

Grades

The following system of grading is in use, and except where otherwise specified, applies to both examinations and term work.

A	90-100 inclusive	Superior work
B	80-89 inclusive	Good work
C	70-79 inclusive	Fair work
D	60-69 inclusive	Lowest passing grade
F	Below 60	Failure
FF	Indicates that the course must be repeated.	
Inc	(Given only when the student, for some good reason, such as protracted illness, has not completed all of the required work of the course.)	

Grades are issued four times a year; at the middle and end of the semester.

Regular attendance is necessary for satisfactory scholarship.

In order to receive credit in a course for the semester the student must not have over four absences in courses meeting once each week or over eight absences in courses which meet twice each week. Exception is made only when illness is the cause of absence.

Class Schedule

Classes meet in the evening from 7:15 to 9:45.

Graduation Requirements

Degrees are awarded by the Engineering Department and the Department of Accounting and Business Administration upon the successful completion of 60 semester hours of work (the complete four-year curriculum). The Degree of Associate in Technology is granted by the Engineering Department. The Department of Accounting and Business Administration confers the Degree of Associate in Business Administration. The degrees are generally recognized as signifying the proper recognition for the number of class hours of credit attained by a four-year evening curriculum. At least one full year's work must be completed in the college to graduate, irrespective of the amount of credit earned in other institutions.

STUDENT ACTIVITIES

The athletic and social activities are under the supervision of the Student Councils. There are two Councils, one for the Engineering Department, the other for the Department of Accounting and Business Administration. These Councils are composed of representative students elected by the entire student body of each department. All student affairs are conducted by the duly elected officers and members of the Councils.

Student Assemblies

A program of monthly assemblies is arranged and carried out by the Assembly Committee of the Student Councils. The speakers are men from the business and professional life of New Haven and vicinity.

New Haven College News

The News is a monthly newspaper published in the interests of the students. Material is contributed by the students.

The Engineering Honors Club

This organization is composed of those students in the various classes of the Engineering Department, who qualify by maintaining a scholastic average of "B" or better. Freshmen are not elected until their first semester grades are known. Members must maintain the required scholastic average to hold their membership.

The Club holds monthly meetings at which speakers present for discussion subjects of interest in the field of engineering. Inspection trips through industrial plants are also scheduled by the Club.

Agora Club

The Agora Club is an organization composed of those who have completed a Public Speaking course at New Haven College. The club is self-operating and serves as a means by which members may continue to develop their ability to speak in public.

Accounting Club

Membership in the Accounting Club is open to the students in the Department of Accounting and Business Administration. This club meets once a month for the discussion of subjects of interest to the accountant.

Physical Activities

Male students are given physical privileges in the New Haven Y. M. C. A. without cost. Regular students enjoy full privileges. Limited use of the physical equipment is permitted to special students.

The various clubs have bowling teams which are organized into a league. A silver trophy is presented to the winning team.

In the fall a tennis tournament is conducted with entry open to all college students.

Golf shares a part in the physical program during the spring months. The golf tournament, held in May, is the culmination of this activity.

Department of Accounting
and
Business Administration

The Accounting Course

This four-year course leading to the degree of Associate in Business Administration (A.B.A.) has been carefully outlined to provide the accounting theory and legal knowledge required of those who are planning to secure the degree of Certified Public Accountant. Other subjects included in this course will furnish the student with a foundational background of Economics, Finance, and Industrial Management. A knowledge of accounting principles supplemented by a broad business education affords many opportunities for profitable employment in public or private enterprises for those who ultimately elect to follow the field of private rather than public accounting.

ACCOUNTING COURSE

FIRST YEAR

First Semester	*Second Semester*
Elementary Accounting	Elementary Accounting
Business Law	Business Law
English	English

SECOND YEAR

Corporation Accounting	Corporation Accounting
Business Law	Business Law
Economics	Economics

THIRD YEAR

Auditing	Auditing
Cost Accounting	Cost Accounting
Money and Banking	Government and Taxation

FOURTH YEAR

Advanced Accounting Problems	Advanced Accounting Problems
Income Tax Procedure	C.P.A. Problems
Specialized Accounting	Business Reports

The Business Administration Course

The person preparing for an administrative and executive position should gain an understanding of the principles of each of the major business departments. A broad knowledge of such widely separated business processes as Marketing, Finance, Production and Accounting has become a necessity. The four-year course outlined below is well adapted to meet the educational needs of young men and women interested in the management phase of business. The degree of Associate in Business Administration (A.B.A.) will be conferred upon those students who successfully complete this course and who have met the requirements for the degree.

FIRST YEAR

First Semester	*Second Semester*
Elementary Accounting	Elementary Accounting
English	English
Business Law	Business Law

SECOND YEAR

Corporation Accounting	Corporation Accounting
Business Law	Business Law
Economics	Economics

THIRD YEAR

Sociology	Sociology
Industrial Management	Elective
Money and Banking	Government and Taxation

FOURTH YEAR

Psychology	Psychology
Public Speaking	Public Speaking
Investments	Business Reports

Unit Courses Offered

The following is a classified list of the subjects included in the various programs of study. Included in the list are certain subjects which will be offered in any given semester, upon the condition of a satisfactory class enrollment.

Accounting

- Elementary Accounting
- Corporation Accounting
- Advanced Accounting Problems
- Cost Accounting
- Auditing
- Income Tax Procedure
- C. P. A. Problems
- Specialized Accounting

English

- English
- Public Speaking

Economics

- Business Economics
- Business Reports
- Investment Principles
- Money and Banking
- Government and Taxation

Business Law

- Law of Contracts and Agency and Business Associations
- Law of Sales and Commercial Papers
- Law of Creditors' Remedies

Management

- Business Psychology
- Industrial Management

DEPARTMENT OF ACCOUNTING and BUSINESS ADMINISTRATION

Description of Courses

All full year subjects are numbered with a double consecutive number and all semester subjects with a single number. The administration reserves the liberty of changing or altering the order of subjects within the curriculum and omitting or substituting subjects without previous notice. Since all courses are not given each year, students should consult the schedule of classes for information about courses offered during the present year.

ACCOUNTING (A)

ELEMENTARY ACCOUNTING (A 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course covers the following: Scope of accounting; importance and purpose of accounting; financial statements; theory of accounts; business papers; books of original entry; columnar work with controlling accounts; posting and trial balance; preparation of advanced form of statements; closing of books; adjustment entries; mixed accounts; depreciation; accruals; deferred items; reserve accounts; capital versus expense charges and partnership accounting with set.

During the second semester some time is devoted to corporation accounting: classes of stock; organization procedure; opening entries for common stock, preferred stock, and treasury stock purchased or donated; corporate records and the operation of the voucher system.

CORPORATION ACCOUNTING (A 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

During the first semester of this course the subject is developed around the form and content of the balance sheet and the problems that arise in connection with its construction and interpretation. Due consideration is given to the depreciation problem, knowledge of which is so important when proper valuation of the fixed assets is considered. Later in the course such specialized subjects as Branch Accounting, Liquidation Accounts, Estate Accounting and statements of Receivers and Trustees are introduced. Special attention is given to the preparation of consolidated statements, both balance sheet and profit and loss.

ADVANCED ACCOUNTING (A 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course will include problems arising in installment sales; venture accounts; application of funds; statements accounting for variation in net profits; actuarial science, including its application to depreciation; amortization of bond premium and discount; leaseholds; and ascertaining the price of bonds "on a basis". Foreign Exchange; accounting for insolvent concerns, including statement of affairs and realization and liquidation account; partnership liquidations; consolidations; mergers and holding companies; further treatment of consolidated balance sheets and consolidated profit and loss and surplus statements.

Prerequisite, Accounting 3-4

COST ACCOUNTING (A 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The first semester is devoted to the building up of the thorough ground work of Cost Accounting principles. A complete outline is given of the two best known Cost Accounting Systems, Job Order and Process Systems, supported by various selective problems. During the final semester special emphasis is given to theory surrounding application of standard costs. The latest developments in the theory surrounding application of standard costs are brought out.

Prerequisite, Accounting 3-4

SPECIALIZED ACCOUNTING (A 9)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Application of accounting principles to various businesses, including financial institutions, manufacturing businesses, trading businesses, service organizations, municipalities and brokerage houses. By a study of such definite applications, a comprehensive grasp of these principles is obtained which helps in their application to new conditions encountered in everyday business affairs.

AUDITING (A 10-11)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The course includes a consideration of the problems arising in the conduct of the professional accounting office, with particular emphasis on the problems of the "Balance Sheet" audit and the "Detailed" audit. The subject of classification of accountancy service is treated. The auditor's certificate, relationship with the client, working papers, audit procedure and accounting principles, preparation of reports, and the ethics of the profession are all discussed. The examinations of the American Institute of Accountants and the State Boards of Accountancy are studied.

C. P. A. PROBLEMS (A 12)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

A course designed primarily for students who intend to take the C. P. A. examination. The course presupposes a thorough ground work in accounting as it is limited to the more advanced and special application of accounting theory. To a considerable degree the students are required to work out the demonstration problms in class under conditions similar to those which obtain in C. P. A. Examinations. The problems used throughout the course are taken from past C. P. A. examinations of the State Boards of Accountancy, particularly the State of Connecticut, and of the American Institute of Accountants.

FEDERAL INCOME TAX (A 13)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

Embraces a practical application of the principles of the Federal Income Tax Law to concrete situations, and contemplates a series of tax problems covering the preparation of corporation, fiduciary, partnership and individual tax returns, as well as claims for refunds, credit and abatement.

ENGLISH (E)

ENGLISH (E 1-2)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

The aims of the freshman course in English are to develop ability to speak and write correctly and clearly, and to increase interest in and appreciation for literary productions that constitute stimulating and broadening reading.

The first aim is attacked in a direct way by giving opportunities for much practice of various forms of correct usage, applied to a specific and practical form of discourse. Considerable emphasis is devoted to letter writing.

The second aim is approached through a somewhat general survey reading program, by which standards for judging current literary writings are developed and appraised.

PUBLIC SPEAKING (E 3-4)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

The object of this course is to enable the student to stand on his feet and talk clearly and forcefully. It is designed to meet the needs of any person whose business or social activities require him to talk in public. During the entire course the student prepares and delivers his own speeches on subjects in which he is interested.

The course teaches self-confidence, the use of gestures, platform etiquette, how to prepare a speech, effective delivery of the speech, mastery of the audience, and correct English. Persons taking the course are aided by a text, class lectures, practice in speaking, and helpful criticism.

ECONOMICS (Ec)

ECONOMICS (Ec 1-2)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

Economics takes for its field the study of the economic principles of production, consumption, exchange and distribution in their relation to the individual business enterprise. The course is designed to familiarize the student with the activities and institutions of business, to acquaint him with the social objectives of existing economic practices, and to instruct him in the application of economic principles in the conduct of business.

BUSINESS AND INDUSTRIAL REPORTS (Ec 3)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Business and industrial firms today make extensive use of reports, both to sum up activities of the business over a given period and to record the investigation of problems connected with that business.

The course as conducted here is chiefly a research subject. At the beginning of the course each student selects a practical business problem which he wishes to investigate, and he spends the semester in gathering material and in compiling the report. The class sessions are laboratory periods devoted to a study of various sources of statistical data, methods of assembling the data, the organization of the material into a report, the use of graphs and charts, the drafting of recommendations and conclusions, and the presentation of the report.

INVESTMENT PRINCIPLES (Ec 4)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

This course covers the general principles of investment. Topics discussed include classes of securities, tests of a good investment, public bonds, corporate stocks and bonds, real estate mortgages, foreign securities, fiduciary investments, mathematics of yields and conversions, guarding against fraudulent offerings, and sources of information available to investors. The course is designed to be of particular value to those who may be required to exercise judgment in the investment of their own funds or who may be called upon to advise or to act for others.

MONEY AND BANKING (Ec 5)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

This course deals with the analysis and development of money, credit and banking. Organization, administration and modern banking practices of the individual bank are discussed. Actual monetary and banking problems form a basis for class discussion.

GOVERNMENT AND TAXATION (Ec 6)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The course consists of a brief comparative survey of the basic economic structures of the principal governments of the world with relation to public finance, and a detailed study of the principles and technique of American public finance and taxation, embracing the national, state and local political subdivisions.

SOCIAL PROBLEMS (Ec 7-8)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

This course is designed for mature students who may feel the need for a better understanding of present day social trends, social problems, and social programs. The problems examined in the course are: social trends and our changing technology; poverty and unemployment; crime and juvenile delinquency; mental disease and feeble-mindedness; social hygiene; public health and physical defectiveness; old age dependency; desertion and divorce; social insurance; and social programs, Individualism, Fascism, Communism, and Socialism.

BUSINESS LAW (L)

LAW OF CONTRACTS AND AGENCY AND BUSINESS ASSOCIATIONS (L 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Contracts and agency will involve a study of the formation of contracts, capacity of parties, offers and modes of acceptance and other requisites; performance of contracts, conditions upon duty to perform, and discharge. The appointment of agents and the creation of agency; the employment contract; power of agent to bind his principal in dealings with third parties; duties of agent and principal to one another.

Business Associations will involve the law relating to the formation and operation of the unusual types of business organizations; the rights and liabilities of partners among themselves and their relations to third parties; dissolution of partnerships; limited partnerships; the business trust. Promotion and organization of corporations; the conduct of corporate affairs in their relation to the rights of stockholders and creditors.

LAW OF SALES AND COMMERCIAL PAPERS (L 3)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The study of sales involves a detailed consideration of the laws governing the rights of parties engaged in the transfer of personal property. This covers, questions of title, rights of creditors, expressed and implied warranties, buyers' and sellers' remedies, and typical written sales contracts. Materials in the course include a mimeographed resume of the Uniform Sales Act of Connecticut.

The study of negotiable instruments involves an examination of checks, notes, bills of exchange, stocks, bonds, bills of lading and warehouse receipts. The basis of this study is the Negotiable Instruments Law of Connecticut.

A brief survey is made of the fundamental laws governing banks and trust companies and their practices, particularly, as they relate to local business men.

LAW OF CREDITORS' REMEDIES (L 4)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

This course is concerned with the various legal devices available to a creditor desiring to collect or effect a settlement with a debtor. It includes, a consideration of the various forms of security of which a creditor may avail himself; a brief study of attachments and garnishee process; a survey of the operation of the small claims court; and a more detailed study of bankruptcy, composition agreements and receiverships. Emphasis is placed upon remedies afforded under Connecticut Law.

BUSINESS MANAGEMENT (M)

BUSINESS PSYCHOLOGY (M 1)

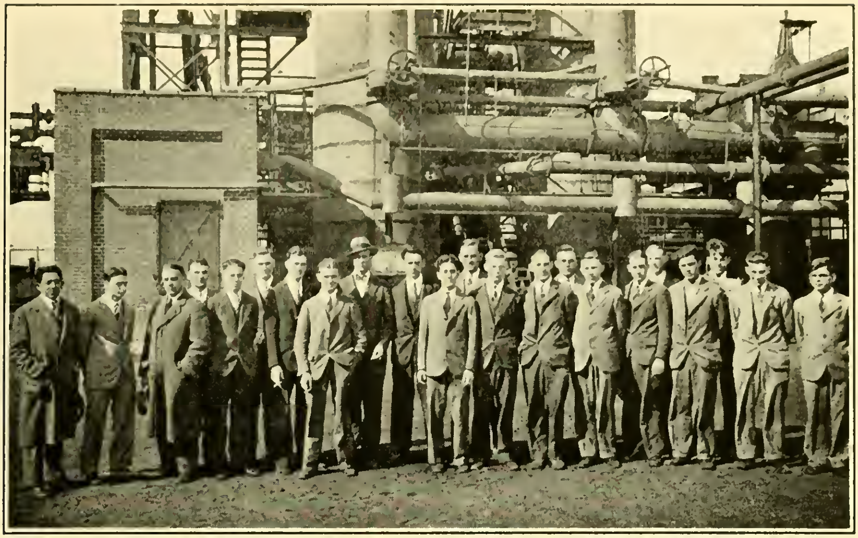
Two and one-half hours each week during one semester. Credit, 2½ semester hours.

Business Psychology, as taught in this course, consists of a brief survey of our knowledge of the most useful facts about the way the human mind works, and a statement of how some of this knowledge is being applied in business relationships. The course should give the student an understanding of the causes underlying human behavior, and should equip him better to analyze and direct not only his own activity, but to a large extent that of others. The course is intended to be of special value to those who expect to occupy executive positions, or in work involving the employment and handling of men.

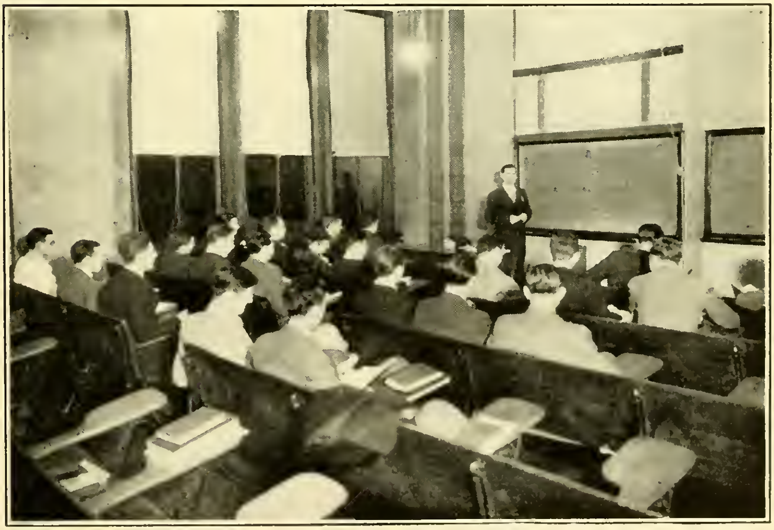
INDUSTRIAL MANAGEMENT (M 2)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

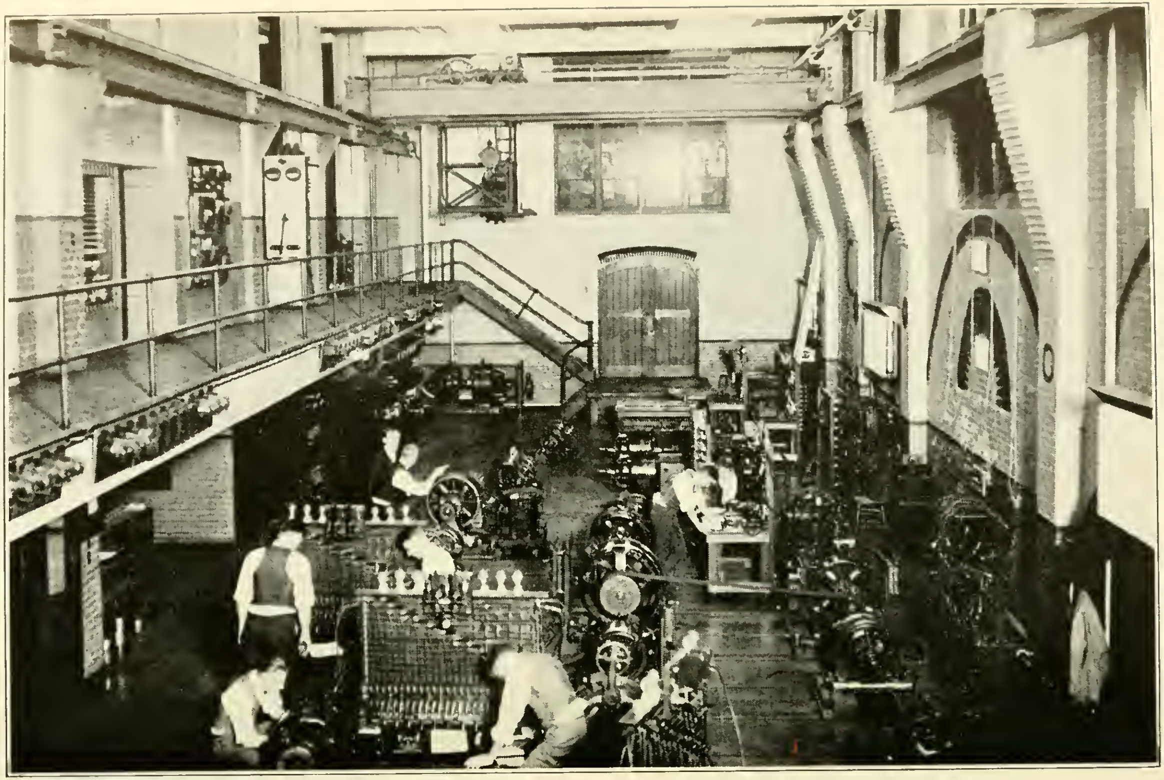
This course deals particularly with directing the application of the forces of labor and machinery to materials for the efficient production of a commodity. The following subjects are considered: Industrial organization, types of organization and departments, buildings and equipment, planning the production, handling the materials, inventory records, production control, labor management, the foreman, wages and incentives, the cost department, planning department, synchronizing sales and production.



ENGINEERS ON AN INSPECTION TRIP



CLASS IN LAW



ELECTRICAL LABORATORY
DUNHAM LABORATORY OF ELECTRICAL ENGINEERING
By Courtesy of Sheffield Scientific School of Yale University.

Department of Engineering

Electrical Engineering

This four-year course is designed especially to train men to enter upon the various applications of electricity to the useful arts, and leads to the degree of Associate in Technology. It should qualify men to fill such positions as engineering assistant, electrical inspector, foreman, designer, tester, and power plant operator in the field of electrical work. These occupations offer excellent opportunity for gradual advancement with growth in experience and ability to positions of greater technical responsibility. The whole work should develop the individual resources of the student and give him confidence in the results obtained.

Classes meet three evenings a week throughout the college year.

ELECTRICAL ENGINEERING

FIRST YEAR

First Semester	*Second Semester*
Trigonometry and Logarithms	Algebra
Engineering Problems	Engineering Problems
Mechanical Drawing I	Mechanical Drawing I

SECOND YEAR

Differential Calculus	Differential Calculus
Mechanics	Mechanics
D. C. Circuits	D. C. Machinery

THIRD YEAR

Industrial Management	Elective
A. C. Circuits	A. C. Machinery I
Elective	Elective

FOURTH YEAR

A. C. Machinery II	Industrial Applications of Electricity
Senior Problems	Senior Problems
Power Plants	Power Plants

Mechanical Engineering

This four-year course, leading to the degree of Associate in Technology, is designed to train the student in the fundamentals of engineering and at the same time to develop in him the ability to analyze and solve engineering problems dealing with Mechanical Engineering. The course prepares men to qualify for positions as assistant engineers. superintendents, designers, foremen, production managers, and for positions concerned with supervision, construction, sales and management in manufacturing industrial plants, and especially in industries making machine tools, engines, pumps, automatic machines, handling and conveying apparatus and power plant equipment.

The success of graduates must be based on scientific training, but it must also depend upon familiarity with current methods. The course of study offered below aims to give the student both types of training.

Classes meet three evenings a week throughout the college year.

MECHANICAL ENGINEERING

FIRST YEAR

First Semester	*Second Semester*
Trigonometry and Logarithms	Algebra
Engineering Problems	Engineering Problems
Mechanical Drawing I	Mechanical Drawing I

SECOND YEAR

Differential Calculus	Integral Calculus
Machine Design I	Machine Design I
Mechanics	Mechanics

THIRD YEAR

Machine Design II	Machine Design II
Industrial Management	Elective
Strength of Materials	Strength of Materials

FOURTH YEAR

Senior Problems	Senior Problems
Power Plants	Power Plants
Metallurgy	Elective

Building Construction Engineering

The purpose of the course is to give those who desire to qualify in the field of building and construction an opportunity to secure a supplementary training to their present work, or to prepare for the position they may want to occupy. A major consideration of this course is to make available an effective training within the shortest time consistent with thoroughness.

The course aims to prepare men to enter upon the work of the actual construction of modern buildings, and to give them both basic and practical knowledge of building methods, in order to lay a foundation for work of responsibility in the field of building construction.

This four-year course leads to the degree of Associate in Technology.

Classes meet three evenings a week throughout the college year.

BUILDING CONSTRUCTION ENGINEERING

First Year

First Semester	*Second Semester*
Trigonometry and Logarithms	Algebra
Engineering Problems	Engineering Problems
Mechanical Drawing I	Mechanical Drawing I

Second Year

Differential Calculus	Integral Calculus
Architectural Drawing I	Architectural Drawing I
Mechanics	Mechanics

Third Year

Industrial Management	Mechanical Equipment of Buildings
Strength of Materials	Strength of Materials
Architectural Drawing II	Architectural Drawing II

Fourth Year

Building Construction	Building Construction
Elective	Report Writing
Architectural Design	Architectural Design

Unit Subjects May Be Elected

The following is a classified list of the subjects usually offered in the Department of Engineering. Additional subjects may be added, and if so, will be announced before the opening of the fall term.

Building and Construction Engineering
- Architectural Drawing
- Architectural Design
- Building Equipment
- Building Construction

Projects
- Engineering Problems
- Engineering Projects

Chemistry
- Chemistry
- Chemistry Laboratory

Electrical Engineering
- Direct Current Circuits and Machinery
- Alternating Current Circuits and Machinery
- Industrial Applications of Electricity

Engineering Mechanics
- Mechanics
- Strength of Materials

Mathematics
- Algebra
- Trigonometry and Logarithms
- Differential and Integral Calculus

Mechanical Engineering
- Mechanical Drawing
- Power Plants
- Machine Design
- Metallurgy

Production Engineering
- Industrial Management

Economics
- Business and Industrial Reports

DEPARTMENT OF ENGINEERING

Description of Courses

All full-year subjects are numbered with a double consecutive number and all single semester subjects with a single number. The administration reserves the right to change or alternate the order of subjects within the curriculum and to omit or substitute subjects without previous notice. Since all subjects are not given each year, students should consult the schedule of classes for information about subjects offered during the present year.

Instruction is given by means of lectures, recitations, practical exercises in the laboratory and drawing room work. When possible, inspection trips are made to some of the representative plants for the purpose of studying actual conditions. The best and most adaptable texts are used in each course. The more important subdivisions of each subject are given in the following description of subjects.

MATHEMATICS (M)

TRIGONOMETRY AND LOGARITHMS (M 1)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The work in this course includes a study of the trigonometric functions and logarithms. Throughout the course emphasis is placed on the solution of problems arising in various branches of Engineering.

ALGEBRA (M 2) (College Algebra)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

The first few lessons of the course are devoted to a review of elementary algebra. Extension is then made to such topics as linear functions of one or more variables, quadratic functions, graphical solutions, and determinants.

Prerequisite M-1.

DIFFERENTIAL AND INTEGRAL CALCULUS (M 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is algebraic in nature. It is designed to take up the study of changing quantities at the point left off in algebra, and is therefore presented from the rate of change standpoint. A natural way of applying the principles of calculus to physical and mechanical laws is thus obtained.

Prerequisites M-1, M-2.

MECHANICAL ENGINEERING (ME)

MECHANICAL DRAWING I (ME 1-2)

Three hours a week throughout the year. Credit, 5 semester hours.

This is an elementary course in Mechanical Drawing designed to teach the use of instruments, the fundamental principles of projection, drafting room standards and conventions, lettering, selection and use of scales, orthographic projections, revolutions, developed surfaces, intersections and auxiliary views, and the making and dimensioning of complete working drawings of simple machine parts.

MECHANICAL DRAWING II (ME 3-4)

Three hours a week throughout the year. Credit, 5 semester hours.

This course is designed to develop the student's ability to visualize the assembly of machine parts. The work covers a review of the fundamentals of drafting, additional theory of orthographic projections and perspective sketchings, the making of detail and assembly drawings of simple machines involving the use of simple screw gear and lever mechanisms.

POWER PLANTS (ME 5-6)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The course aims to acquaint the student with the equipment of power plants, fuel and combustion, characteristics of power producing apparatus and the conservation of waste heat. The various types of prime movers are studied. While the course deals primarily with steam power, hydraulic and internal-combustion machines will also be discussed.

Prerequisites M-1, M-2.

ELEMENTARY MACHINE DESIGN (ME 7-8)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course includes a study of the materials used for, and the empirical design of, the fundamental machine elements. Among the elements studied are fastenings, shaftings, clutches, couplings, bearings and journals, shapes of gear teeth; spur, bevel, worm and screw gearing; power screws, cams and linkages.

Prerequisites M-1, M-2, ME 1-2.

ADVANCED MACHINE DESIGN (ME 9-10)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This course is complementary to Elementary Machine Design and includes an analysis of the loads, stresses, forces, velocities and accelerations of typical machine elements. No drafting instruments are required, for the course is strictly mathematical. It is designed to encourage the ability of independent analysis in contrast to implicit dependence on numerous formulæ.

Prerequisites M 3-4, ME 7-8.

ELECTRICAL ENGINEERING (EE)

DIRECT CURRENT CIRCUITS AND MACHINERY (EE 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Fundamental theory of electric and magnetic circuits and its application to direct current machinery. The course includes laboratory work in measurements of electrical quantities and characteristics of direct current motors and generators.

ALTERNATING CURRENT CIRCUITS AND MACHINERY (EE 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

An elementary treatment of alternating current circuits, instruments and measurements. Suitable laboratory experiments on single phase and polyphase circuits is included.

Prerequisite, EE 1-2.

ALTERNATING CURRENT MACHINERY (EE -5)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

Fundamental principles of the more common types of alternating current machinery, with emphasis on the industrial and economic aspects of their applications. About one-third of the time will be devoted to laboratory work on the machines.

Prerequisite, EE 3-4.

INDUSTRIAL APPLICATIONS OF ELECTRICITY (EE 6)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

A continuation of EE -5, with emphasis in that field having the greatest interest to the students. It may include advanced alternating current machinery, elementary theory of electron tubes with their applications, or power transmission.

BUILDING CONSTRUCTION ENGINEERING (B)

ARCHITECTURAL DRAWING (B 1-2)

Three hours a week throughout the year. Credit, 5 semester hours.

An elementary course in the fundamentals of architectural drawing including practice in architectural lettering, geometrical constructions, pictorial drawing and the Order of Architecture. House plans and elevations, details of practical framing and details of stairways, etc., are also included. A preliminary knowledge of mechanical drawing is desirable.

ARCHITECTURAL DESIGN (B 3-4)

Three hours a week throughout the year. Credit, 5 semester hours.

This course is a continuation of the course in Architectural Drawing. It takes up elementary architectural composition and design and includes problems in intersections and developments, architectural shades and shadows, sketching in pencil and ink, and rendering in wash. Preliminary and final drawings are made of one or more buildings from given programs.

Prerequisites B 1-2.

BUILDING EQUIPMENT (B 5)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

The principal object of this course is to provide training in the general principles underlying the design, construction, installation and operation of mechanical equipment of buildings. The course will cover the following subject matter: steam heating systems; mechanical gravity ventilating systems; elevators; mechanical refrigeration. Equipment complementary to the foregoing subjects such as pumps, motors, and thermostatic control systems will be discussed. Inspection of the various types of apparatus will be made in the field.

BUILDING CONSTRUCTION (B 6-7)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

The chief aim of this course is to give the student a clear understanding of the fundamental principles which form the groundwork of the art of construction. It is divided into three parts, namely: foundations, superstructure and interior finishes. Practical problems relative to each part are presented for discussion in the classroom and later the actual solutions are observed in the field. A study is made of building materials, field methods and present-day practice.

PRODUCTION ENGINEERING (P)

INDUSTRIAL MANAGEMENT (P 1)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course deals particularly with directing the application of the forces of labor and machinery to materials for the efficient production of a commodity. The following subjects are considered: Industrial organization, types of organization and departments, buildings and equipment, planning the production, handling of materials, inventory records, production control, labor management, the foreman, wages and incentives, the cost department, planning department, synchronizing sales and production.

ENGINEERING MECHANICS (EM)

MECHANICS (EM 1-2)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

In the first term: The theory and application of the principles of static equilibrium. Stress in framed structures. Center of gravity and moment of inertia. Force, man and acceleration. Friction.

In the second semester: Rectilinear and curvilinear motion. Work, power and energy. Impulse and momentum. Practical study of machine elements and problems in machine design.

STRENGTH OF MATERIALS (EM 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

Theory of stress and the resistance of materials. Stress distribution in riveted joints, shafts, beams, and columns. Principal stresses. Laboratory practice in materials testing. Hardness, fatigue and impact strength. Problems in machine design and building construction.

Prerequisites, M 4-5, EM 1-2.

METALLURGY (Met)

METALLURGY (Met 1)

Two and one-half hours a week during one semester. Credit, 2½ semester hours.

This course includes a study of ores, fuels, refractories, non-ferrous metals, iron ores, and mechanical and heat treatment of steels. It combines the lecture and class room demonstration methods, and is designed to meet the need of men employed in industry.

CHEMISTRY (C)

CHEMISTRY (C 1-2)

Three hours a week throughout the year. Credit, 6 semester hours.

A course in the fundamentals of elementary chemistry with laboratory work by the student, designed for men employed in the industries. Special attention will be given to the industrial application of the fundamental principles. (Omitted 1933-34.)

CHEMISTRY (C 3-4)

Two hours a week throughout the year.

A laboratory course to be taken with the above course. (Omitted 1933-34.)

ECONOMICS (Ec)

BUSINESS AND INDUSTRIAL REPORTS (Ec 1)

Two and one-half hours each week during one semester. Credit, 2½ semester hours.

Business and industrial firms today make extensive use of reports, both to sum up activities of the business over a given period and to record the investigation of problems connected with that business.

The course as conducted here is chiefly a research subject. At the beginning of the course each student selects a practical business problem which he wishes to investigate, and he spends the semester in gathering material and in compiling the report. The class sessions are laboratory periods devoted to a study of various sources of statistical data, methods of assembling the data, the organization of the material into a report, the use of graphs and charts, the drafting of recommendations and conclusions, and the presentation of the report.

PROJECTS (Pr)

ENGINEERING PROBLEMS (Pr 1-2)

Two and one-half hours each week throughout the year. Credit, 5 semester hours.

A concise course in physics, mechanics, thermodynamics, electricity, sound, light, hydraulics, and applied mathematics.

The second semester consists mainly of a course in problems based on engineering principles, supplemented by discussion periods and lectures. The course serves to orient the student and helps to present a survey of the engineering profession, so that he may better understand the methods of thought and work. The aim is to develop in the student a habit of using correct methods of thinking and analysis in the solution of engineering problems.

ENGINEERING PROJECTS (Pr 3-4)

Two and one-half hours a week throughout the year. Credit, 5 semester hours.

This is a course designed for seniors in the various engineering curricula. Carefully chosen problems, which will involve many phases of engineering will constitute the background for the course. Every attempt will be made to deal with the problems in detail as they would be treated in engineering practice. Several instructors will collaborate in the presentation and discussion of the various phases of the problems.

The Arts Department

THE ARTS DEPARTMENT

This department is not organized on a definite curriculum basis but is devoted to supplying unit courses to meet current needs. One semester's work of a course covers the equivalent of two college hours a week for seventeen weeks. To receive credit for a course a student must satisfy the requirements of the course. The administraton reserves the right to change or alternate the order of subjects within the curriculum and to omit or substitute subjects without previous notice.

INTERIOR DECORATION—First Year

Two hours a week throughout the year.

The first year course includes lectures on the principles of good taste; interior architectural features and house construction; theory and application of color harmony; and fundamentals of background. Problems on floors, walls, trim and ceilings are taken up, and discussions are held on rugs, textiles, wall coverings, upholstery coverings, drapery materials and tapestries.

Trips to museums, representative houses, and buildings in the process of construction are a part of the course, the time arranged at the convenience of the group.

INTERIOR DECORATION—Advanced

Two hours a week throughout the year.

The advanced course covers period furnishings and their history; the composition and arrangement of rooms; the decorative values of accessories and other furnishings; and modern tendencies in art. The work on period furnishings is supplemented by a detailed study of the fine examples in museums and in private collections. Attention is given to the construction and restoration of old furniture. Assignments are made relating to various types of interior problems.

DRAWING AND PAINTING—First Year

Two and one-half hours a week throughout the year.

The beginner's class is devoted to a study of the fundamental principles and technique involved in drawing from casts of head, torso, and full length figure; study of composition; the appreciation of various art forms; color; and still life studies.

Care is given to the personal needs of the student by a critical analysis and evaluation of individual work done both in and out of class.

DRAWING AND PAINTING—Advanced

Two and one-half hours a week throughout the year.

The work of the advanced class consists of still life drawing and sketching; portrait drawing in charcoal and color; action sketches; advanced composition; theory of color. A study of the history of art is also made in connection with a series of lectures at the Yale Art Gallery. Individual work will receive careful analysis and critical evaluation.

ELEMENTARY GERMAN

Two and one-half hours a week throughout the year.

The year's work consists in grammar and composition, easy reading and translation, writing from dictation, practice in speaking, and special training in pronunciation.

PUBLIC SPEAKING

Two hours a week throughout the year.

This is a course designed for the person who wishes to improve his speech. It provides training in correct pronunciation and articulation; platform personality and delivery; the preparation of talks; elimination of self-consciousness; the use of gestures; mastery of the audience. The student has the opportunity to prepare and deliver various types of speeches and receive helpful advice and criticism on each assignment. Conferences are arranged in order that the instructor can give personal attention to the work of each student.

PSYCHOLOGY

Two hours a week throughout the year.

The first semester's work consists of the fundamental principles contained in elementary psychology; the work of the second semester is concerned with the applications of these principles to the behavior of the individual and the group.

The student should derive a knowledge of the more useful facts about the way the human mind works and an understanding of the causes underlying human behavior.

COMMERCIAL ART

Two and one-half hours a week throughout the year.

Commercial Art as taught in this course emphasizes both Advertising and Fashion Drawing. The work in advertising covers the making of black-and-white newspaper advertisements, and color lay-outs for advertising and posters. The fashion art study covers line drawing, half-tone drawing, and color pages.

The instruction is largely on an individual basis.

NEW HAVEN
PREPARATORY SCHOOL

A Co-Educational Evening School

1934-1935

52 Howe Street
New Haven, Connecticut

NEW HAVEN PREPARATORY SCHOOL

Officers of Administration

F. E. ENGLEMAN, M.A., *University of Missouri*
Headmaster, New Haven Preparatory School

KATHARINE BLENIS, A.B., *New York State College;* B.S., *Simmons College*
Registrar

Faculty

EVERETT A. CHISHOLM, B.A., *Dartmouth College*
Mathematics

F. E. ENGLEMAN, M.A., *University of Missouri*
English

ERNEST E. FELDMAN, B.A., *Yale University*
French

MELBOURNE J. GALLUP, B.S., *University of Vermont*
Economics and History

ROBERT LANGDALE, Ph.B., *Yale University*
Physics and General Science

ALBERT C. MERRIAM, B.A., *Wesleyan University*
Mathematics

PERRY D. SCRIVNER, M.A., *Yale University*
English

New Haven Preparatory School

In 1920 the Northeastern Preparatory School was organized. When New Haven College was incorporated in 1926 the Preparatory School was organized under the general administration of New Haven College and was incorporated as New Haven Preparatory School. The aim of the school is to offer evening educational opportunities at the high school level.

During the life of the Preparatory School, men and women have been prepared for various colleges including Yale, Connecticut Agricultural College, Wesleyan, Brown, Boston University, Ohio State, Columbia, Northeastern, Connecticut College for Women, Notre Dame, University of Michigan, Lafayette, and Rensselaer Polytechnic Institute. Some of these men and women have received all of their preparation here; others have completed preparation begun elsewhere. A number of students have also secured the preparation needed for entrance to the Engineering and Business Administration Departments of New Haven College.

Facilities

New Haven Preparatory School has been granted the use of Sheffield Administration Building, Prospect Street, for conducting its classes, through the co-operation of the Sheffield Scientific School of Yale University.

Sterling Chemistry Laboratory, one of the finest of its kind in the country, has been made available to our students for their laboratory work in chemistry by the courtesy of Yale University. A physics laboratory has been equipped in Winchester Hall, providing adequate facilities for experimentation in physics.

Admission

In order to be admitted as a regular student of the school, a candidate must have completed the equivalent of an elementary school education. No elementary school subjects are offered.

The school is open both to young men and young women.

Students who have previously attended other high schools are accepted and given full credit for the work they have successfully completed, provided the authorities of the school forward a satisfactory statement of the ability and attitude of the student and a copy of his record.

Students not enrolling for a regular program of studies are classified as "special" students subject to the same general requirements given above.

All candidates for admission should appear in person. The enrollment period begins September 1, and continues until the opening of the fall term, September 26.

Function

The primary function of the Preparatory School is to provide adequate training of a pre-business and pre-engineering character for those who anticipate studying business administration, accounting, and engineering in college. Although the curriculum is kept sufficiently broad to include cultural fields, the emphasis is placed on pre-professional attitudes, knowledges and skills.

The Pre-Engineering Course

Many students who desire to enter the Engineering Department find that they have not taken the required subjects in high school or are deficient in high school credits necessary for admission. In order to succeed in engineering studies the student requires an excellent preparation in mathematics and should have some training in the sciences. In order to meet the needs of these students a two-year pre-engineering course, emphasizing mathematics and science has been developed. Students with partial credit may complete the work of the course in one year.

The Pre-Commerce Course

This course aims to supply the required preparatory training of the student who plans to take courses in the Department of Accounting and Business Administration in New Haven College. The course emphasizes English, mathematics and economics and requires one or two years' work depending upon the amount of training the student has already had.

The College Preparatory Curriculum

For those who desire specific courses which meet the general college entrance requirements, a limited number of classes will be provided.

Grades

The school year is divided into two semesters, each covering seventeen weeks including the examination period. Reports are issued to the student at the middle and close of each semester. Students may learn their standing at any time by requesting this information from the instructor or Headmaster.

The system of grading is the same as that used in the college. The final average of the semester is based upon the daily class work and the final examination mark.

Attendance

Successful scholarship depends in part upon regular attendance. Students are permitted eight excusable absences and six excusable tardinesses. Everyone must appear for examination on the announced date. All adjustments covering absences, tardiness, and failure to take an examination must be made with the Headmaster.

Tuition and Fees

The schedule of tuition fees for one semester is as follows:

	If Paid in Advance	*If Paid in Installments*
Three subjects	$50.00	$53.00
Two subjects	36.00	38.00
One subject	18.00	19.00

Matriculation Fee Payable only once, when the student first enrolls.	$5.00
Fee for Physics laboratory per semester	10.00
Fee for Chemistry laboratory per semester	10.00
Diploma fee upon graduation	5.00

Scholarship and Loan Funds

The school has the use of several scholarships which are awarded to worthy students who need financial assistance. There is also a small loan fund available to needy students. Information concerning these scholarships and the loan fund can be had upon application to the Headmaster.

Equipment

All books and other essential working materials are furnished by the student.

Student Activities

Student Assembly

An assembly of the students and faculty is held occassionally at which a speaker or program is presented.

The Oracle

The Oracle is the student paper published each month. It is composed of student news and articles written by students.

The New Haven Preparatory School Club

This club was organized by students in the spring term of 1933 for the purpose of furthering social life among the students. It is open to all men and women students interested. Meetings are held in the Y. M. C. A. club rooms.

Physical Activities

The Preparatory School participates in the College Bowling League. In addition, considerable competition is provoked by the individual silver trophy offered by the headmaster.

The tennis tournament in the fall and the golf tournament in the spring create much wholesome recreation to many students.

Description of Courses

The following list of courses covers the offering of the Preparatory School. The administration reserves the right to withdraw any course when it appears that the enrollment is insufficient to warrant its continuance.

ENGLISH

The English courses cover four years' work in Literature, Grammar, Oral and Written Expression. Their fundamental purposes are three:

To develop a power of clear, correct effective expression.
To train the student to think independently.
To develop a knowledge and appreciation of the best in English and American Literature.

ENGLISH I.—A practical first-year English course giving a thorough study of the fundamentals of grammar and composition. A few of the less difficult classics are read. This course is designed for those planning to pursue only one year of English as well as for those planning on a four-year study of the language.

ENGLISH II.—More intensive practice in composition is given. The major portion of the reading of this year is in the field of English literature. This course serves as a terminal course for those taking only two years of English, and gives the necessary prerequisite work for those continuing in the study of English.

ENGLISH III.—Attention is given to oral composition as well as written. American Literature comprises the greater part of the reading.

ENGLISH IV.—The reading of this year gives emphasis to those literary productions most helpful from a social, literary and recreational point of view. The course is outlined to meet not only the requirements of the College Entrance Examination Board in English, but also to give practical skills in English expression and wholesome appreciations.

Mathematics

The purpose of the courses is two-fold: (1) to make the student acquainted with such mathematical facts and skills as are most likely to be useful in the study of other subjects, and (2) to give him a sufficient basis for advanced mathematical studies.

GENERAL MATHEMATICS—A practical first-year mathematics course which provides for a careful review of the fundamentals of arithmetic, a comprehensive study of beginning algebra and an introduction to plane geometry.

ALGEBRA I.—The essential operations of algebra to quadratics are covered. The emphasis is on the fundamental principles.

ALGEBRA II.—This course completes the elementary algebra requirement. The student is prepared for the College Entrance Examination Board examinations in elementary algebra.

PLANE GEOMETRY—The five books of plane geometry are studied. Numerous original exercises are employed to stimulate the power to reason clearly and to derive logical proofs.

SOLID GEOMETRY—This course comprises the standard theorems in solid and spherical geometry. Stress is laid upon numerical exercises involving mensuration of solid figures. The work is designed primarily for those who are preparing for college.

TRIGONOMETRY—Trigonometry is the basic study for the accurate measurement of heights and distances and forces; for the astronomical observation of longitude and latitude; and for higher mathematics generally.

FRENCH

The courses in French aim to give the student an appreciative comprehension of French, both as literature and as a spoken language.

FRENCH I.—The first year course is concerned with vocabulary building, the mastery of the fundamentals of grammar, sentence construction, training in pronunciation, and reading of less difficult French works.

FRENCH II.—Advanced composition and training in conversation is taken up. Increased attention is given to the reading of French literature.

SOCIAL SCIENCES

AMERICAN HISTORY—A careful and comprehensive study is made of United States History, including not only the story of earlier times, but also an analysis of events from the Civil War down to and including our own times. Special reference is made to the constitutional, political, and economic development of the nation.

AMERICAN PROBLEMS—This course gives a major view of the larger social, political and economic problems that have arisen in typical American communities. Community, state and national activities will be studied in some detail.

ECONOMICS—The purpose of this course is two-fold: first, to lay a sound foundation of economic theories and terminology for those who are planning to continue their studies in college; secondly, to give the student an appreciation of the complexity of modern economic problems so that he can participate intelligently in their solution. Economic geography is stressed throughout the year's work.

NATURAL SCIENCE

GENERAL SCIENCE—General Science aims to tell not only the story of man and his relation to his environment but also the laws and principles which control the world in which he lives. It aims further to increase the students' power to observe and think with scientific precision. The subject matter of the course is drawn from the field of hygiene, astronomy, biology, chemistry and physics. The demonstrations conducted by the instructor give the student an insight into laboratory methods and procedures.

PHYSICS—This course aims to teach the fundamental laws and principles of physics and to make the pupil aware of the part played by physics in his daily life and to stimulate individual thinking in regard to various physical phenomena. The laboratory work makes it possible for the student to test and apply principles learned in the classroom.

CHEMISTRY—The work is divided between lecture-room discussion and demonstration of the fundamental principles and facts of inorganic chemistry on the one hand, and on the other, individual experimental work in the laboratory. The latter is closely supervised, and the student is required to do his work neatly, observe results carefully, and endeavor to reason from these results to legitimate conclusions. He must also keep systematic records of this work as directed. At least forty-five experiments are performed.

VOCATIONAL SUBJECTS

MECHANICAL DRAWING I.—This course is of an elementary nature and is intended for the student who has had no experience in the use of drawing instruments. Instruction is given in the selection and use of instruments, lettering, geometrical constructions, revolved and auxiliary views, orthographic projection, intersections, fastenings, simple plates in machine details, and drafting room standards.